



DMS 3.0 Gold Quick Reference Guide

For MS Outlook 2000

Elements of Service for Organizational Messaging

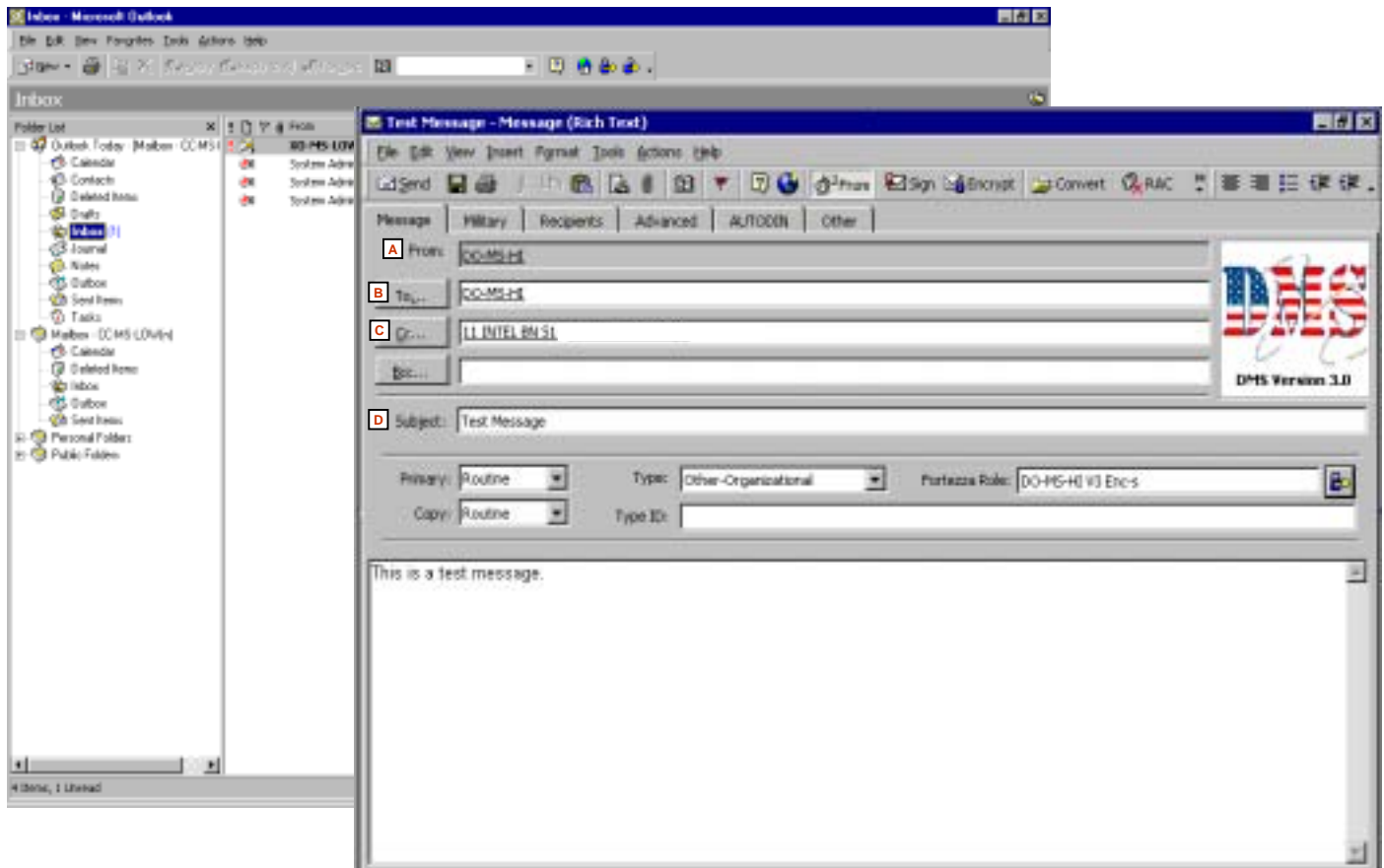
Elements of Service (EoS) help set a common format for sending and receiving messages. Every DMS organizational message must contain seven mandatory EoS and be signed and encrypted. This *Quick Reference Guide* shows you how to set the mandatory EoS when you send a DMS message and how to read the EoS when you receive a DMS message.

The seven mandatory EoS are:

- **Originator Indication:** Who the message is from.
- **Primary and Copy Recipients Indication:** The primary (To or Action) and secondary (Cc or Info) recipients of the message.
- **Subject Indication:** A short description of the message.
- **Primary Precedence:** The military precedence (urgency) of the message for the “To” recipients.
- **Copy Precedence:** The military precedence (urgency) of the message for the “Cc” recipients.
- **Message Type:** One of six pre-defined categories for the message.
- **Extended Authorization Info:** The date and time the message was officially released by an organizational release authority.

Sending Messages

1. Open Microsoft Outlook. Click the “New” button to start a new message.
 - The “From...” line is the **Originator Indication** EoS. **A**
 - Using your “Contacts” list (not shown), select the primary recipients of the message. These names will appear on the “To...” line. This is the **Primary Recipients Indication** EoS. **B**
 - Using your “Contacts” list (not shown), select the Cc or Info recipients of the message. These names will appear on the “Cc...” line. This is the **Copy Recipients Indication** EoS. **C**
 - Move your cursor to the “Subject:” line and enter a brief description of the message. This is the **Subject Indication** EoS. **D**





2

• Select the **Primary Precedence** EoS by clicking the drop down menu (arrow) to the right of the “Primary” line and selecting the appropriate option. **A** This is the precedence level for the “To” recipients of the message. The Primary Precedence EoS also automatically selects the grade of delivery and speed with which the message is intended to reach its destination. The chart below maps the military precedence to its respective grade of delivery and speed of service objective. The default Primary Precedence EoS is “Routine”.

• Select the **Copy Precedence** EoS by clicking the drop down menu (arrow) to the right of the “Copy” line and selecting the appropriate option. **B** This is the precedence level for the “Cc” recipients of the message. The default Copy Precedence EoS is “Routine”.

Note: Precedence levels cannot be set until you have identified at least one Primary Recipient and at least one Secondary Recipient.

• Select the **Message Type** EoS by clicking the drop down menu (arrow) to the right of the “Type” line and selecting the appropriate option. **C** Message Types include *Individual* (working record), *Exercise*, *Operation*, *Project*, *Drill*, and *Other-Organizational*. The default Message Type is *Other-Organizational*.

Military Precedence	Assumed Message Length in characters	Grade of Delivery (x.400)	Speed of Service (DMS Backbone Objectives)
CRITIC	5400	URGENT	3 Minutes
ECP			
FLASH	7000	NORMAL	20 Minutes
IMMEDIATE			
PRIORITY	2,000,000	NON-URGENT	8 Hours
ROUTINE	2,000,000		

3

• Click the “Military” tab near the top of the screen. **A** The **Extended Authorization Info** EoS is located at the top of this window, and displayed on the “Release Date/Time (Zulu)” line. **B** The date and time is expressed in Zulu (UTC) time, which is converted based on the time set by the Windows Operating System. If the “Release Date/Time” box is left unchecked, the default release date/time will be the timestamp recorded when the message is sent.

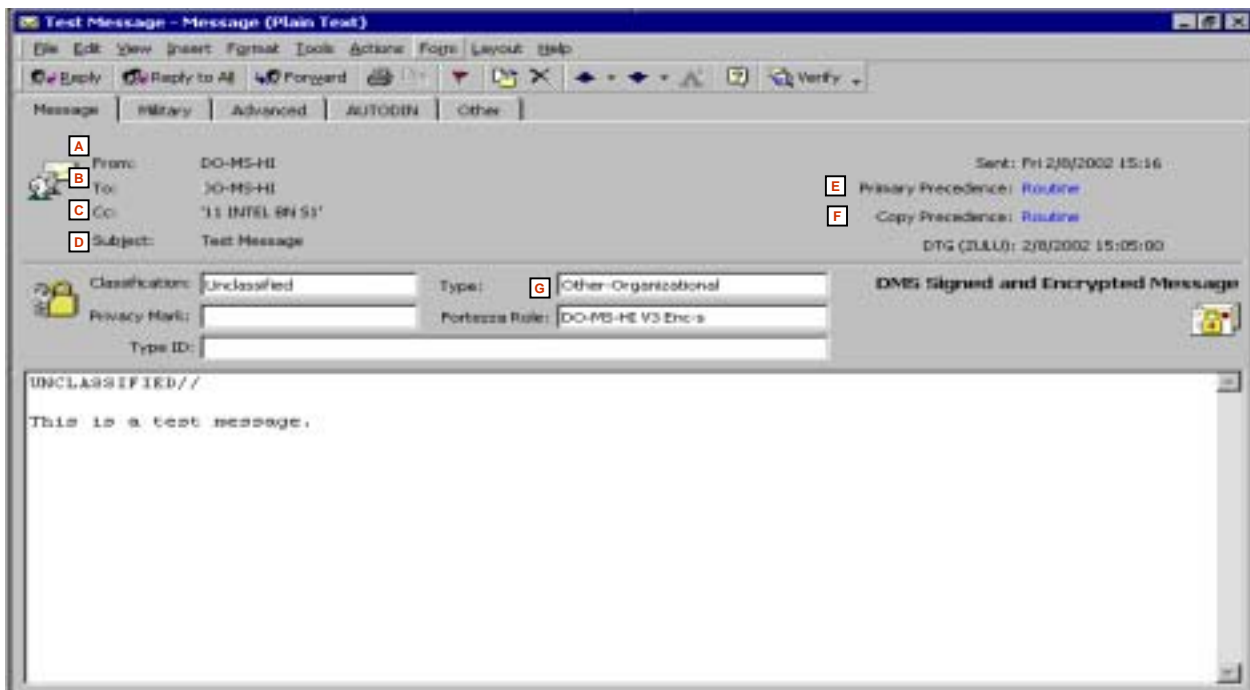
• To set a specific release date/time, click the drop down menu (arrow) to the right of the “Release Date/Time” window and select the requisite date (options not shown).

• Click the “Message” tab to return to the message window. **C**

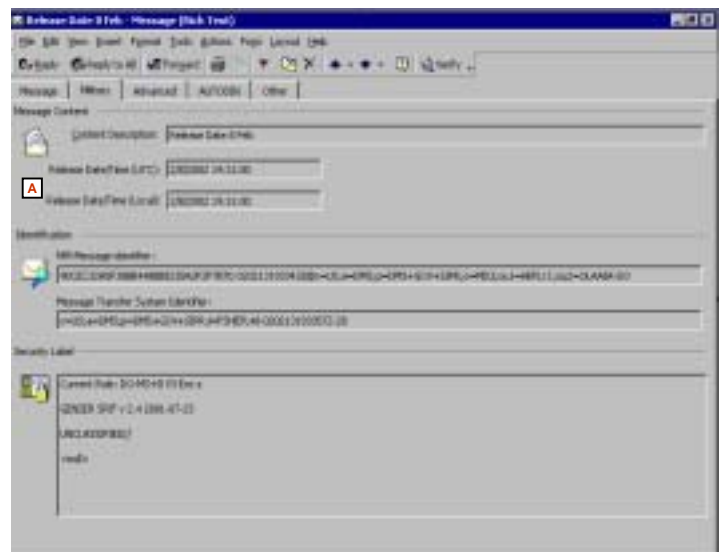


Receiving Messages

- Connect to MS Outlook and log on with your Fortezza card (not shown). View your Inbox to see your incoming messages. Double-click on the message to display the message contents. The message window is divided into two parts. The top part of the message window provides you with EoS information. The bottom part of the message window contains the message text. EoS information available for immediate viewing is as follows::
 - The "From:" line will display the **Originator Indication** EoS. **A**
 - The "To:" line will display the **Primary Recipients Indication** EoS. **B**
 - The "Cc:" line will display the **Copy Recipients Indication** EoS. **C**
 - The "Subject:" line will display the **Subject Indication** EoS. **D**
 - The **Primary Precedence** **E** and **Copy Precedence** **F** EoS can be viewed on the right side of the message window, near the top of the window.
 - The **Message Type** **G** EoS can be viewed on the "Type:" line, located in the middle of the window below the Subject line.



- Click the "Military" tab. The **Extended Authorization Info** EoS can be viewed by looking at the "Release Date/Time(UTC)" lines located near the top of the window. **A**



"The Quick Reference Guides are published by the Defense Message System (DMS) Program Manager to provide readers with step-by-step user guidance. The information printed herein is for "Informational Purposes Only," and does not necessarily represent official Defense Information Systems Agency (DISA) or DMS positions. The appearance of commercial enterprises/trademarks does not constitute endorsement of products and/or services by the Department of Defense or DISA."



Alternate Message Recipients

An alternate message recipient will only receive the message if the message transfer system is unable to make delivery to a designated recipient. This is the **Originator Requested Alternate Recipient** EoS.

The service is acted upon by the message system based on timer settings. If the message cannot be delivered to a recipient within the specified time, it is redirected to the alternate recipient.

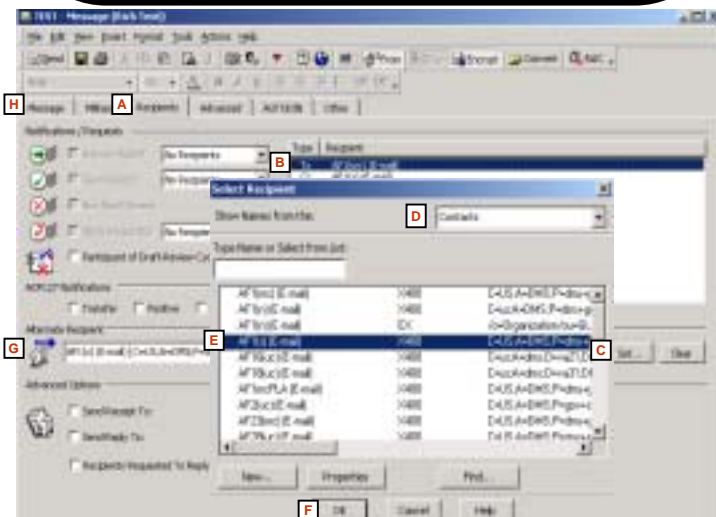
When an alternate recipient receives a message, the "Address" fields of the message will show the original recipient, but the alternate will be able to decrypt the message and act on it as required.

Alternate recipients are pre-established within an organization by the local registration authority. The DMS Master Key Plus Directory identifies an entry's alternate recipient. However, you must then search for the alternate recipient's address information and store it in your Contacts prior to designating an alternate recipient.

The **Originator Requested Alternate Recipient** EoS is required for use with messages with precedence values of CRITIC and ECP.

To designate the **Originator Requested Alternate Recipient**:

- Click the "Recipients" tab to view all recipients of the message. **A**
- Click one of the addresses to highlight it (the "To" address is pictured). **B**
- Click the "Set" button located near the bottom of the window. **C** The "Select Recipient" window will appear.
- Click the drop down box (arrow) to the right of the "Show Names from:" window and highlight the selection "Contacts". **D**
- Highlight one of the addresses **E** and click the "OK" button. **F** The address of the alternate recipient will appear on the "Alternate Recipient" line. **G**
- Repeat these steps for each designated alternate recipient.
- Click the "Message" tab to return to the text message window. **H**



Message Classification

Message Classification is a security requirement for *all* organizational messages. DMS message classifications vary based on the certificate of the sender. DMS supports V1 and V3 certificates. V1 Certificate message classifications are *Top Secret*, *Secret*, *Confidential*, and *Unclassified (Unclas)*. V3 Certificate message classifications include *Top Secret*, *Secret*, *Confidential*, and *Unclassified (Unclas)*, *NATO classifications*, *COSMIC Top Secret*, and *Foreign classifications*.

When you select a message classification, the message system will check your certificate and the certificates of all recipients to determine if they are authorized to receive this message. If any recipient is not authorized, you will be notified and the message will not be sent.

- When you have completed your message, click the "Send" button to send your message. **A** The "Security Label" window will appear.
- MS Outlook will check the role you selected with your FORTEZZA card and prompt you to enter the message classification. Select the Message Classification by clicking the drop down menu (arrow) to the right of the "Classification:" line. **B** The default Message Classification is "Unclassified".
- Click the "OK" button to close the window and send your message. **C**

MS Outlook will automatically place the classification you selected on the first line of your message. Your message text will follow starting on a new line.

